

## TOWN OF ARLINGTON

Joseph J. Connelly, Director of Recreation  
Dan McGrath, Recreation Supervisor  
Karen Burke, Administrative Assistant



### Recreation Department

#### PARK COMMISSIONERS

Donald Vitters  
Shirley Canniff  
Jim Robillard  
Leslie Mayer  
Jen Rothenberg

## TOWN OF ARLINGTON MASSACHUSETTS

### REQUEST FOR PROPOSAL

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

#### **BID #13-35 ADA COMPLIANCE STUDY**

The Arlington Park and Recreation Commission is in need of a consultant to prepare a Self Evaluation and Transition Plan that wholly complies with the requirements of the American with Disabilities Act of 1990 (ADA), including modifications made by the ADA Amendments Act of 2008. The Town of Arlington intends to enter into a contract for services with an experienced and qualified consultant to provide these services.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **2:00 P.M. Thursday October 24, 2013** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Seven (7) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #13-35 Park and Recreation ADA Compliance Study - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #13-35 Park and Recreation ADA Compliance Study - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

Contact Domenic R. Lanzillotti, Purchasing Officer at 781-316-3003 or email at [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us) for Proposal Documents.

**Bid Documents available for viewing and downloading on Town website:**  
**[www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)**

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

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## REQUEST FOR PROPOSALS

### ADA COMPLIANCE

### STUDY

## ARLINGTON PARK AND RECREATION

October 3, 2013

#### Project Goals

- Provide an evaluation for the Town Recreation Department of services and programs to determine compliance with ADA regulations.
- Provide an evaluation of Town Park and Recreation Commission facilities, including buildings, playgrounds, fields and parks.
- Prepare a Self Evaluation and Transition Plan that complies with the current ADA standards.
- Establish a grievance procedure and public notice that conforms to ADA/504 requirements.
- Provide the Town with a cost estimate for remediation work required as a result of the evaluations.

#### Scope of Work

The Scope of Work for the above project includes the preparation of the following information to assist the Park and Recreation Commission:

##### *Phase 1 - Community and Staff Evaluation and Involvement*

- A. Consultant shall provide options and recommendations regarding the involvement of staff and the community in the process of preparation of self evaluation plan.
- B. Coordination and distribution of a questionnaire/survey that would identify areas to provide the needs analysis for the self evaluation/transition plan.
- C. Facilitation of public/staff meetings to fully identify the areas of the Recreation Department's services/policies that require evaluation.

422 Summer Street, Arlington, Massachusetts 02474  
Telephone (781) 316-3880 Fax (781) 641-5495  
[www.arlingtonma.gov](http://www.arlingtonma.gov)

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#### *Phase 2 – Evaluation of Programs*

- A. The consultant will be responsible for obtaining and conducting an intense review of all written policies, rules and regulations of the Town of Arlington Park and Recreation Commission and Recreation Department. The review should provide an accurate assessment of which programs and policies, if any, contain language or process that may be discriminatory and/or non co-compliant with Title II of the ADA.

#### *Phase 3 – Evaluation of Facilities*

- A. Provide a field review of all Town Park and Recreation Commission facilities, including buildings, playgrounds, fields and parks to evaluate compliance with the ADA and provide remedial options for compliance.
- B. Provide a report, in both typed and electronic format, that includes a cost evaluation of all proposed modifications.

#### *Phase 4 – Action steps and Timeliness*

- A. The consultant shall provide a complete and accurate report that includes recommendations for any modifications or deletion of language in all program policies, practices and procedures.
- B. The consultant shall provide a complete evaluation of the Town Park and Recreation Commission facilities, including costs for proposed modifications and recommended priorities for completion of proposed modifications.

#### *Phase 5 – Other Suggested Items*

- A. Under Phase 5, the consultant should provide items that it feels are not properly captured in the phases identified above. Based on the Project Goals identified at the start of the RFP, the consultant shall review the tasks outlined above. If there is recommended scope that should be incorporated into the contract to meet the Project Goals, outline those items under this task and provide a cost estimate for that work.

### **Deliverables**

1. The selected firm's representatives will be required to attend and provide a presentation at two Park and Recreation Commission meetings.
2. The selected firm's representatives will be required to attend and facilitate at least two meetings with staff and the public to identify areas of the Town services and facilities that need to be evaluated.

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### **Price Proposal Format**

- A. Please identify the cost for each task in the Scope of Work. Include the number of staff needed to complete the task, as well as the total cost.
- B. Any additional costs/charges must be clearly defined in the proposal.
- C. Complete summary of costs – cost by task, by staff person, components, optional work, taxes, etc...
- D. Acknowledge meeting all necessary insurance requirements.

### **Relevant Experience**

- A. Your current and past experience as it relates to the scope of this RFP.
- B. A minimum of three related business references, including names, addresses and phone numbers plus a description of work you performed for them.
- C. References of other Municipalities/Organizations that your firm has prepared or assisted in preparation of Self Evaluation/Transition Plans.
- D. Municipal government experience. Preference will be given to respondents who have developed plans for other municipalities.

### **Project Approach**

- A. Describe your approach for completing the tasks identified in the Scope of Work section.
- B. Process to include input from Town staff and general public.

### **Assistance from Town of Arlington**

- A. To the greatest extent possible, please provide a written summary identifying the types of information, data and assistance expected from the Town of Arlington in order to complete the project.

### **Schedule**

- A. The scope of work shall be completed 6 months from the *Notice to Proceed* given by the Town of Arlington.

### **Evaluation Criteria**

The purpose of information requested in this section is to assist the Town in evaluating the offeror's overall qualifications, including methodologies technical abilities, financial stability, and previous experience and qualifications of individual members of the Project Team and the proposed consultants. Without limiting the generality of the foregoing, the Town will evaluate the following:

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Experience - demonstrated by the proposed project team in designing similar public and private projects as outlined in the scope of work.

Quality of Work - as determined by information on the other public and private projects on which the firm and the personnel has worked. The offeror should provide detailed information about previous projects that are similar to the work proposed in this scope.

Professional Qualifications - The project team has the requisite knowledge and experience as outlined. In addition, the relevant personnel on the team have professional licenses and urban design expertise required to execute this project.

### Regulations

- A. The project design must comply with all applicable federal and state laws and Town ordinances and regulations.

### PROPOSALS

To be considered, proposals include the following:

1. Name and address of firm/individual responding to RFP.
2. A narrative including qualifications of firm/individual.
3. Staffing Plan and Methodology for development of the Plan.
4. Identification and resume of project manager.
5. Proposed timeline.
6. Evidence of insurance coverage, including general and professional liability and worker's compensation insurance.
7. A separate price proposal in a sealed envelope.

The RFP is available at the Town Managers Office/Purchasing Dept., Arlington Town Hall Annex, 730 Mass. Ave., Arlington, MA 02476, or by calling 781 316-3003.

Questions and/or comments may be submitted Joseph Connelly via phone or email as noted below.

Email: [jconnelly@town.arlington.ma.us](mailto:jconnelly@town.arlington.ma.us)

Phone: 781 316-3881

Proposals are due by 2:00 PM on October 24, 2013. Please submit 7 copies of Technical Proposal and 1 copy of Price Proposal. Proposals should be submitted to:

Dominic Lanzillotti, Purchasing Agent  
Office of the Town Manager  
Arlington Town Hall  
730 Mass. Ave.  
Arlington, MA 02476

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**CERTIFICATE OF NON-COLLUSION**

**The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.**

\_\_\_\_\_  
*(Signature of individual submitting bid or proposal)*

\_\_\_\_\_  
*(Name of individual submitting bid or proposal)*

\_\_\_\_\_  
*Name of Business*

\_\_\_\_\_  
*Date*

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS  
MUST BE SIGNED AND  
SUBMITTED WITH BID**

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#### **List of recreation facilities to be included in the evaluation:**

**Bishop Field** - Located at Bishop School on 25 Columbia Road. Park has a softball/little league field, open field area used for soccer, hardtop basketball area, and a playground. Parking is available.

**Buck Field** - 422 Summer Street. Field is located on the right of Arlington Sports Center (Ed Burns Arena). Park has a softball/little league field, accessible playground and access to bike path. Parking is available.

**Buzzell Field** - 29 Summer Street. Area has two little league/softball fields, playground, picnic tables, basketball court and access to bike path. On-street parking is available.

**Crosby School/Tennis Courts** - On Winter Street beside the former Crosby School. Area has a medium size green space used for soccer, playground and tennis courts. Parking is available.

**Cutter School** - Park is located between Robbins Road and School Street. Area has a playground and small green space. On-street parking.

**Florence Ave. Park** - 185 Florence Avenue. Area has a little league/softball field, a large multi-purpose field for soccer/lacrosse, playground, and small basketball area. On-street parking.

**Gibbs Gym** - 41 Foster St. Area has two playgrounds available to the public (after 6pm on weekdays) and a basketball court. Parking available.

**Hibbert Street Park** - Located on Hibbert St. in Arlington Heights. Small neighborhood playground and play space. On-street parking.

**Hill's Hill** - 422 Summer Street on the far right of Arlington Sports Center (behind Buck Field). Multi-purpose field for various sports or activities with access to bike path. Parking available.

**Hurd/Reservoir** - Located on Drake Rd. behind Trader Joes/Walgreen's in the Heights. Area has two softball/little league fields, open field area used for soccer, access to bike path and the Reservoir. Parking is available.

**Locke School Playground** - Located on Davis Rd. Small playground and sitting area. On-street parking.

**Lussiano Field** - Located on North Union St. Area has playground, basketball court, picnic tables, basketball court, softball/little league field, baseball field, and multi-purpose field used for soccer. Seasonal spray pool area open from June to August. On-street parking.

**Magnolia** - On Herbert St. at the end of Magnolia St. Area has playground, basketball court, multi-purpose field used for soccer/lacrosse, community gardens, and access to the bike path. Very limited on-street parking available.

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**McClennen Park** - Located on Summer St. (Rte. 2A) near the Lexington line. Area has skate boarding elements, walking trail, 2 multi-purpose fields, little league field, picnic area and playground. Parking is available.

**Menotomy Rocks Park** - Main entrance on Jason St. Area has two open green spaces, a picnic area, playground, walking trails, rocky wooded area and pond. Limited on-street parking.

**Ottoson Field/Crusher Lot** - Located adjacent to Ottoson Middle School on Acton St. Area has a softball/little league field and wooded area with walking paths. Parking available after 3pm.

**Parallel Park** - Located on Medford St. at Parallel St. Playground, basketball court, and grassy play area. Limited on-street parking.

**Parmenter** - Located on Irving St. Area has playground and basketball court. No parking available

**Peirce School Park** - 85 Park Ave. Ext. Area has playground, basketball court, and grassy play space. Parking available after 3pm.

**Pheasant Ave. Park/Greeley Playground** - Located on Pheasant Ave. at Stratton School. Area has playground, basketball court, and small grassy field. Parking available after 3pm.

**Poet's Corner** - Off Route 2 at Dow Ave. Area has playground, softball/little league field, and basketball courts. Limited on-street parking.

**Reservoir Beach** - Located on Lowell Street. Area is a seasonal beach with changing facilities and a small playground. Year-round walking trails also available. Parking available.

**Robbins Farm** - Eastern Ave. across from Brackett School. Area has baseball field, multi-purpose field used for sports and community events, playground, basketball court, Boston skyline viewing area and co-operative community garden. On-street parking available.

**Scannell** - Located on Linwood St. Area has a softball/little league field, and access to the bike path. Limited on-street parking.

**Spy Pond Field/Tennis Courts** - Located on Pond Lane across from the Arlington Boy's and Girl's Club. Area has baseball diamond, multi-purpose field used for soccer/community events, and tennis courts. On-street parking available.

**Spy Pond Park** - Located at the end of Pond Lane. Area has playground, boat ramp, picnic tables, grassy areas for passive recreation, access to pond and bike path. Parking available.

**Summer Street** - 422 Summer St. Area has multi-generational recreation area, basketball court, baseball diamond, field area used for field hockey, and access to the bike path. Parking available.

**Thorndike** - At the end of Margaret St. Area has multiple multi-purpose fields for soccer/lacrosse, off-leash dog recreation area and access to the bike path. Parking available.

**Ed Burns Arena** - Located at 422 Summer Street. Indoor regulation size ice rink facility, spectator seating for 1,085 people, snack bar/vending machines, skate rentals and sharpening. Location of Recreation Department offices. Parking available.

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**W. A. Peirce Fields** - Located behind Arlington High School. Multi-season, multi-purpose field turf field, six lane track, baseball field, softball/little league field, multi-purpose practice field, and basketball courts. Parking available after 3pm.

**Waldo Park** - Located on Waldo St. Small playground and grassy play area. Limited on-street parking.

**Wellington Park** - Located on Grove St. across from DPW. Tennis courts, adventure/ropes course and passive recreation area. On-street parking.